### Internal Quality Assurance Cell
### MIT-ADT University, Pune
### 2021-22

Director                                                                23.08.2021
RamakantKaplay
*M.Sc.Tech, Ph.D.*

**Minutes of the Meeting with Proceedings– Special** IQAC Meeting with **'Administrative Officers'** for the Academic Year 2021-22 held on **23.08.2021.**

Following IQAC members were present for the meeting

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| 1) | Dr.Mahesh Chopade | Member |
| 2) | Dr.Atul Patil | Member |
| 3) | Dr.Haribhau Bhapkar | Member |
| 4) | Dr.Anupama Devakatte | Member |
| 5) | Dr. Priya Singh | Member |
| 6) | Prof. Mukta Deshpande | Member |
| 7) | Dr. Dnyandeo Neelwarna | Member |
| 8) | Ms. Nayana Godase | Member |
| 9) | Mr.Vishant Chimate | Member |
| 10) | Prof.Dr.Ramchandra Pujeri | Member |
| 11) | Shri. Ravindra Bachate | Member |
| 12) | Ramakant Kaplay | Member Secretary |

Following members informed Director, IQAC that they will remain absent due to their pre-occupied assignments

1) Prof.Dr.Mangesh Karad, Chairman, IQAC and Vice-Chancellor, MITADT University, Pune

2) Prof. Dr. Anant Chakradeo, Vice-Chairman, IQAC and Pro-VC, MIT-ADT University, Pune

3) Dr. Rahul More, Invitee

4) Miss Apurva Gosavi, Member IQAC, Students representative (Bioengineering, Research)

5) Prakash Korde, Member, IQAC

Following members remained absent

1) Shri. Sujit Phunde, Member, IQAC

2) Shri. Suraj Bhoyar, Member, IQAC

3) Shri.Sujit Dharmapatre, Member, IQAC

4) *Prof. Charudatta Kulkarni*, Member

5) Dr.Nachiket Thakur, Special Invitee

6) Mohandas Pawar, Member, IQAC, m*embers from Teachers/Faculty*

7) Prof.Gyanesh Kelkar, Member, IQAC, Members form Teachers/Faculty

8) Dr.Rupa Hiremath, Member, IQAC, Members form Academic

9) Dr.Mayura Bijle, Member, IQAC, m*embers from Teachers/Faculty*

10) Dr.Pradeep Das, Member, IQAC

11) Dr. Mathew Karvinkoppa, Member IQAC, *Member from Stakeholder* Assistant Professor, Mech.Engg. SoE

12) Miss Ayushi Dhabale, Member IQAC, Students representative (Sangeet, Liberal Art)

13) Miss. Shantuli Bag, Member, IQAC, Alumni representative, Liberal Art (SoFA)

14) Shri. Nitin Gavahane, Member IQAC, representative from Employers, (VP) (R & D), Pune

15) Miss. Yogita Dhabale, Member, IQAC, *member from Stakeholders* (Parent) (Sangeet)

In the absence of Chairman, and Vice-Chairman, today's meeting is chaired by the Prof. Dr.Mahesh Chopade, Registrar, MITADT University, Pune – 412 201, So for today's meeting he is the 'Chairperson' officially.

Dr. Priya Singh, Member, IQAC conducted the meeting on the be-half of Director, Quality Assurance, as he is having speaking problem.

Meeting commenced with the chanting of 'Gayatri Mantra'.

Today's Chairperson, Dr. Mahesh Chopade, commenced the meeting.

Dr.Priya Singh presented the Agenda and Director, QA explained the Agenda points, wherever required.

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| **Agenda Item** *(IQAC/2021-22/Spl)* **- 01**: | To discuss Governance and Leadership of the Schools and University Officers |
| **Proceedings** | Director, IQAC explained the agenda items on e-governance policy, Annual Report on e-governance, need of training to newly recruited administrative staff and need to collect and analyse the CV of each teacher. |
| **Resolution** | It is resolved that to prepare e-governance policy. The committee constituted is as follows: Ramakant Kaplay, Chairman, Shri. Shivsharan Mali, Nayana Godse, Dr.Dnyandeo Neelwarna. Dr. Anant Chakradeo will give his guidance. It is further resolved to prepare 'Annual e-governance Report'. Shri. Vishant Chimate will prepare the report. It is further resolved that training for newly admin staff will be conducted in the 1st week of September. Shri. Pradeep Prabhu will arrange the training. It is also resolved to collect 'Curriculum Vitae' of all teachers. Registrar Office will be take lead in this regards. IQAC will do analysis of the CV. |
| **Agenda Item** *(IQAC/2021-22/Spl)* **- 02**: | To discuss and understand the 'Organizational Structure' of the University |

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| **Proceedings** | Director IQAC discussed various items under this agenda which are as follows: (i) 'Organizational Structure' of the University, (ii) 'Informal Committees' which supplement the Statutory Bodies like 'AC', 'BoM', 'GC' & 'BoS' with necessary information and 'Road Maps', (iii) to define the roles and responsibilities of positions and (iv) to establish Research Centre. |
| **Resolution** | It is resolved that 'Organisational Structure' will be displayed at strategic locations in the university. It is resolved to for Informal Committees which sill supplement the statutory bodies. The Informal Committees will be constituted by the Registrar and due approval from VC will be taken It is resolved that 'roles and responsibilities' of the various administrative positions will be defined by Shri Pradeep Prabhu and due approval will be taken for the same. It is resolved that 'Research Centres' in various schools shall be identified and due approval for the same will be taken from 'Academic Council'. Ramakant Kaplay will take lead in this. |
| Agenda Item (IQAC/2021-22/Spl) - 03: | To discuss on 'Perspective or Strategic Plan' of the University |
| **Proceedings** | Director, IQAC explained the meaning of Perspective Plan and Vision Document of the University |
| **Resolution** | It is resolved that to prepare Perspective Plan (3 years plan) of the university. Dr. Rahul more, Chairman of the Vision Document Committee, will take lead in preparing 'Perspective Plan' of the University. |
| **Agenda Item** *(IQAC/2021-22/Spl)* - **04**: | To take an account of 'Welfare Schemes' of the University |
| **Proceedings** | Director, IQAC discussed various points related to Welfare Schemes like preparing report of the Welfare Measure, Student |

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|  | loan 'admission policy', 'earn and learn scheme', 'International student centre' and 'Special Cell' |
| **Resolution** | It is resolved that to Shri. Pradeep Kulkarni will prepare the report on Welfare Schemes.<br><br>It is further resolved that Shri. Mali and Smt Rashmi Parikh will prepare the Admission Policy, Shri Ramakant Kaplay will assist them.<br><br>It is resolved that Dr. Atul Patil will prepare the proposal on earn and learn schemes.<br><br>It is resolved that to establish 'Special Cell and Shri. Shivsharan Mali will assist in establishing this cell. |
| **Agenda Item** *(IQAC/2021-22/Spl)* - **05**: | To take account of performance appraisal system for teaching and non-teaching staff |
| **Proceedings** | It is discussed to take account of performance appraisal system for teaching and non-teaching staff and communicate the performance to the employees. Shri. Pradeep prabhu will be take lead in this regards. |
| **Resolution** | It is resolved that performance of the employee will be communicated to the employee and the record shall be maintained by the Registrar office. |
| **Agenda Item** *(IQAC/2021-22/Spl)* - **06**: | To discuss 'Optimal Utilization of Funds/Budget allocated' |
| **Proceedings** | It is discussed that to optimal utilization of funds/budget allocated. Director QA, suggested that Budget Heads: 'Teaching', 'Research', 'Extensions', 'Teachers FDP, Travel Grant', 'Seminars', 'Consultancy', 'Infrastructure', 'Library', 'Student Support', etc. |
| **Resolution** | It is resolved that to report on 'Optimal utilization of funds/budget allocated will be prepared by CAFO. |

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| **Agenda Item** *(IQAC/2021-22/Spl)* **- 07**: | To discuss role of Administration in 'Curricular Aspects' |
| **Proceedings** | Director QA suggested to Maintaining MoM of BoS, Academic Council with due Headings, like 'Launching of New Programs, New Courses, CO's, Revision of Syllabus, Addition and Deletion of content. Introduction of courses like 'Environmental Studies', 'Disaster Management', etc |
| **Resolution** | It is resolved that Registrar Office shall maintain MoM of BoS, Acadmic Acouncil with due headings, like 'Launching of New Programs, New Courses, CO's, Revision of Syllabus, Addition and Deletion of content, etc |
| **Agenda Item** *(IQAC/2021-22/Spl)* **- 08**: | To discuss role of Administration in Teaching-learning and Evaluation |
| **Proceedings** | Director, IQAC explained various points under Teaching-learning' like 'Admission Process', 'Counselling', and 'Library Services'. Also discussed to teacher Quality & teachers appointment. |
| **Resolution** | It is resolved that all the administrative staff will assist in providing the required data and files to Criterion Head as and when required. |
| **Agenda Item** *(IQAC/2021-22/Spl)* **- 09**: | To discuss role of Administration in 'Infrastructure Development' |
| **Proceedings** | Dr.Priya Singh read out the Agenda. |
| **Resolution** | It is resolved that Planning and Development section will assist Criterion Head in providing all the necessary information |
| **Agenda Item** *(IQAC/2021-22/Spl)* **- 10**: | To discuss role of Administration in Student Progression |
| **Proceedings** | It is discussed to determine the incremental growth of the students at entry and exit level. Student Progression Report will be prepared by the Examination Department. |

| Resolution | It is resolved that Dr.Dnyandeo Neelwarna, IQAC member, will Prepare the Report of 'Student Progression' at entry and exit level |
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| **Agenda Item**(IQAC/2021-22/01)- 11: | Any other item with the permission of the chair <br> a) Discussing the Documents required for NAAC |
| **Proceedings** | Quality Assurance Department has prepared list of documents for NAAC The List of documents will be circulated to all. |
| **Resolution** | It is resolved that list of documents will be circulated to all. |

**Submitted for your approval**.

*B.D.Kaplay*

Director, IQAC
MIT-ADT University, Pune

**Final Approval by,**

Vice Chancellor &
**Executive President**

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